Job Walk Notes

Attendees:
David Keltgen - Facilities Management, LRCCD
Joseph Bardon - Facilities Management, LRCCD
Kate Pankowski - Senior Buyer LRCCD
Attendees per sign in sheet

Location: American River College

Project review: Briefly discussed the project including but not limited to the following items:
1. Submittals, bid deadline, required bid documents, Board approval date, addendum postings, attached agenda items.
2. Attendees advised to refer to project manual.
3. It is not mandatory that the plans are purchased from ARC Document Solutions; however, ARC is the official reprographics, and all addenda are issued from ARC.
4. Procedures for handling questions and requests for information, and deadline to submit RFI's.
5. Covered the bid opening date,
6. Request for information will be accepted until 12:00 PM, Friday, January 16, 2015

Items discussed:
1. Estimated finish date of the building expansion expected around beginning of July 2015.
2. Reminder to the vendors that there was Addendum issued with additional carpeting and tiles.
3. No concerns in regards to concrete moisture.
4. There is about ¾ inch transition between new slab and existing slab. There are three (3) areas of the transition where floor will have to be prepped.
5. Carpet tile to be closest match as possible to existing carpeting.
6. District will apply the moisture seal layer.
7. Scheduling will have to be done with current General Contractor working in the bulding.

Meeting ended at approximately 10:30 A.M.

Note: These meeting minutes represents the District's best effort to record the issues addressed during the pre-bid meeting. If no corrections or clarification are provided by the attendees within five (5) days of receipt of these minutes, these meeting minutes will be considered accurate, final and part of the project record.